

1. COUNTY OF LEE - PERSONNEL POLICY
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Work Period

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1.0 POLICY

It is the policy of the County of Lee to operate on a standard work period that is conducive to consistent recordkeeping and complying with all applicable FLSA regulations.

2.0 DEFINITIONS

None.

3.0 PROCEDURE / RULE

- 3.1** The official work period for all county employees except law enforcement and jail personnel is forty (40) hours over a seven (7) day consecutive work period. This work period begins at 12:00 am on Sunday and ends at 11:59 pm the following Saturday.
- 3.2** The official work period for law enforcement employees is 85.5 hours over a period of 14 consecutive days. The work period begins at the time the previous work period ends.
- 3.3** The official work period for dispatchers in the Sheriff's Department is eighty four (84) hours over a fourteen (14) day, consecutive work period
- 3.4** The work period, once established, may not be changed unless the change is intended to be permanent.

4.0 APPENDIX / APPENDICES

None.